

DOUGLAS UNIFIED SCHOOL DISTRICT #27
DOUGLAS, ARIZONA

Board Room
Central Administration Building

5:00 PM
November 1, 2022

Regular Board Meeting & Executive Session
Minutes of the Board

I. PRELIMINARY MATTERS:

CALL TO ORDER: Mr. Ray Borane, President

PRESENT: Mrs. Jana Selchow, Member
Mr. Mitch Lindemann, Member
Dr. Edward Gomez, Member
Mr. Mario Ramos, Member (Telephonically)

Others Present: Ana C. Samaniego, Superintendent
Denise Cox, Assistant Superintendent
Cesar Soto, Chief Financial & Operations Officer
Alejandra McGrew, Ex-Officio Student Member
Alma Valenzuela, Executive Secretary

Approval of Minutes:

Mr. Lindemann motioned to approve the following minutes. Mrs. Selchow seconded the motion. Motion carried 5/0.¹

1. October 4, 2022 – Regular
2. October 27, 2022 – Special

Summary of Current Events:

Superintendent

Mrs. Samaniego addressed the Board and informed them about the following:

- ADE has issued the State Letter Grades for our schools. There will be a Board work study session in November where principals will share more information. Our students demonstrated growth compared to last year. While our students demonstrated growth, part of our goals will be to increase the proficiency level. We do want to celebrate that our students demonstrated growth and we have a lot of work ahead. Congratulations to our schools! This year, Douglas High School is based on the ACT. Below are the Letter Grades for our schools:
 - Clawson Elementary: B
 - Faras Elementary: B
 - Joe Carlson Elementary: B

¹A unanimous (5/0) vote will show the members voting in this manner throughout the minutes:

Name	Aye	Nay	Abstain
Mrs. Jana Selchow	√		
Mr. Mitch Lindemann	√		
Dr. Edward Gomez	√		
Mr. Mario Ramos	√		
Mr. Ray Borane	√		

- Sarah Marley Elementary: C (was .18 points away from a B)
- Stevenson Elementary: B
- Paul Huber Middle School: B
- Ray Borane Middle School: C (was .65 points away from a B)
- Douglas High School: B
- There are several students who are still under guardianship in the District. The guardianship is only approved through the Cochise County Judge in Bisbee and the District has nothing to do with approvals. Some of our students are pending approval documents and have been informed by the courts that one of the Judges has been denying guardianships. We have procedures in place in the District which will allow us to enroll a child who has an appointment scheduled. If guardianship is denied, then we have to take measures in order to determine whether they need to pay tuition, other options, or withdrawing the child from the District.
- School Safety and Training Updates – at this point, a little over 95% of our staff has been trained in ALICE. There have been between 13-15 different ALICE trainings. The staff have been given every opportunity to attend the training. We are now in the student phase of training. ALICE training will be held with students on the following dates and locations: November 15th at Ray Borane Middle School (RBMS); November 16th at Paul Huber Middle School (PHMS); and November 17th at Douglas High School (DHS). Also, working with Cochise County on scheduling another training simulation. Elementary Schools will continue “Shelter in Place” drills and possibly moving into lockdown drills. All of our school security met last week and came up with a plan for the student trainings.
- PHMS had their Honor Roll celebration last week and treated their students with ice cream sundaes.
- Elementary Schools had Red Ribbon Week community presentations all last week. Local law enforcement, Chiricahua, and Cochise College visited the schools. Thank you to everyone who participated and visited our schools.
- RBMS had great success with their Haunted House tour and raised over \$900.00.

Governing Board Members

Mr. Borane commented that the District has a policy and there are State laws that have to be followed regarding guardianship, to ensure that the people are legal residents and have established a residence with a guardian or permanently in the District. Mr. Borane asked Mrs. Samaniego to provide information as to what the District does when they become aware of denied guardianships and the significance of how it could affect the budget.

Mrs. Samaniego replied that there are currently 22 students that initiated the guardianship process that are still pending a court hearing. There are about 88 students who are in the pending process, as they are waiting for a response on their guardianship renewal request. If a guardian is denied, then after the 30 days they are sent a letter informing them that they must bring new documents, within 10-days, to guarantee evidence of residency in the District to the New Student Center (NSC). There is a list of approved documents. If the guardian is unable to bring the documents and register the child, then the child may be withdrawn if they are unable to provide proof of residency or pay tuition. Currently, the courts are backed up on cases and the response time to notify guardians is taking months. We have notifications, from the guardians, as to who has an appointment for a court hearing. This could be a significant impact on our budget if we were to

lose about 100 students that are denied guardianship. Mr. Borane asked what is the ADM for a high school student? Mr. Soto replied that he uses the average amount of \$5,000.00 per student and in this case, if we lose the 100 students, it could be about \$500,000.00. Mr. Borane commented that this was for informational purposes only and that everyone should be aware of.

Dr. Gomez commented that he heard there was an audit being done. Mrs. Samaniego replied that she is conducting an internal audit with the NSC and the auditors from Heinfeld, Meech & Co. were here last week conducting their annual audit.

Reports:**Ex-Officio Student Member – Alejandra McGrew**

Mrs. Alejandra McGrew provided the DUSD Schools Activity Report for the month of November.

Year to Date Budget Balance & Travel Reports – Cesar Soto

Mr. Soto advised that the Board was provided the October reports. Also, today the Arizona Department of Education (ADE) officially informed the Legislature that K-12 school districts are exceeding the Aggregate Expenditure Limit (AEL) by a total of \$1,385,809,642.00 or 17.51% for this year. The Legislature has until March 1, 2023, to override, approve, or deny. This is affecting the District by a total of \$5,188,592.00. We won't know anything until the Legislature acts and we hope it is sooner than later. Mrs. Samaniego commented that this puts districts in panic or hoping that this gets resolved. At the same time, many districts are working with negotiation salary committees such as we are. We are continuing to work with our salary committee to define some potential areas of positivity that can be done with our funds and budget in terms of raises and fixing frozen issues. Those discussions are still being carried forth and if there is any sustain possibility, will be brought to the Board.

Human Resources & Student Enrollment Reports – Denise Cox

Mrs. Cox advised that there are 3,864 students enrolled to include preschool. Compared to last year, there is a decrease of enrollment.

Mrs. Cox advised that they are monitoring the guardianships carefully and are concerned as to what this could potentially do to students and the District's budget. They are in close contact with the court system.

Regarding staffing, there are currently six (6) vacant positions. New information was received regarding foreign teachers and it is being monitored. Mr. Borane commented that in the expenditures, he keeps on seeing legal visa fees. How many are being for and where are they from? Mrs. Cox replied there are currently a handful from the Philippines under J1 (no cost to District) and most are expiring this year. Mrs. Samaniego commented that there are about 10 teachers that were hired from Mexico under H1 and they had to pay a fee. The District also had to pay a fee for H1 visas. Mr. Borane asked about how much is paid for H1 visas? Mr. Soto replied it is about \$3,000.00 per employee but depends on each case.

Public Comments:

None

II. CONSENT AGENDA ITEMS:

Mr. Lindemann motioned to approve the consent agenda as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

1. Payroll and Expense Vouchers/Reports:

- i. Expense Vouchers: 2311, 2312, 2313
- ii. Student Activities & Auxiliary Reports/Vouchers: 6002
- iii. Payroll Vouchers: 8, 9

III. ACTION ITEMS:**A. Discussion/information on the Douglas High School (DHS) Construction Update.**

Mrs. Samaniego advised that Mr. Rob Burgheimer and Mr. Alan Levin are attending telephonically and Mr. Michael Smith and Ms. Ruth Sikorski (both from Adolfson & Peterson) are present to provide an update. Today's update report is for informational purposes.

Mr. Michael Smith advised that they are the contractors for the project and are behind schedule due to mainly procurement activities and labor shortages in the market down here; they're a nationwide challenge. Yesterday, they met with two (2) Board members and after the meeting received a letter that they will not be receiving the electrical gear that was supposed to ship out yesterday. It will not ship out until at least December 1, 2022, which means that APS will not be able to turn on the power until that gear arrives. They continue to do the finishes and are closing up the R building (south of the project) and working their way around to the V building (east of the project). Will then follow up by finishing the building on the west of the project and last will be the building on the north of the project. As materials are removed off the field, they will proceed with working on the field. They have a goal to plant the field early next year. Due to some materials delays and having to store items on the field, they were unable to get the irrigation in and unable to plant. They are currently working with APS and Southwest Gas to get the utilities brought into the buildings, to turn them on. They are also working with Mr. Levin, who is the construction manager, and Mr. Burgheimer, who is the architect, for a completion of the R building by the end of December, which will provide the ability to store some items in there that are expected to arrive before Christmas.

Mr. Lindemann asked if a better and suitable place was found for transformer? Mr. Smith replied yes, it has found its final location and is set up east of the R building.

Dr. Gomez commented that when the Board toured the site, the electric power was going to be moved. Has it been moved? Mr. Smith replied yes, it has already been moved further north from the original location. A new pole was put in by APS and underground feed was also installed. It is not connected as it will be unsafe to turn it on.

Mr. Borane asked if there will be anything near completion or completing in phases? Mr. Smith replied that they have a rigorous schedule that they are adhering to and they've had some procurement challenges. Their goal is to finish the R building first, then the V building (Eddie Avenue), then the S building (which is the inside building), and the north building will be last.

Dr. Gomez commented that lettering the buildings is a bit confusing. Which one is the cafeteria and will it be finished first? Mr. Smith replied yes, it is building R.

Mrs. Samaniego commented that she set up a meeting yesterday with Mr. Burgheimer, Mr. Levin, Mr. Smith, Ms. Sikorski, and two (2) Board members. It was to give a little bit more detailed update and schedule.

Mr. Burgheimer commented that they are all working around the clock to try to get this project finished. They have great teams and are all working together. Everyone is committed to getting this project completed.

Mr. Borane commented that the District isn't interested in taking possession of anything until the whole project is completed.

Mrs. Selchow commented that the meeting held yesterday was very good and opened a lot of conversation. Questions were addressed and answered regarding the project. Mr. Borane commented that the meeting did alleviate a lot of doubt that the District had, especially the Board. It was a good meeting and appreciate the information provided.

Mrs. Samaniego welcomed Ms. Ruth Sikorski to the team. She commented that Beth is in constant communication with the administration and gives several daily updates. Appreciates the effort and teamwork.

B. Discussion/action on the approval of certified hires.

Mr. Lindemann motioned to approve the certified hires as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Maria Escarcega	21 st Century Afterschool Program Substitute (Stevenson)	\$30.00/hr.	21 st CCLC
• Viridiana Machuca	21 st Century Afterschool Program Substitute (Stevenson)	\$30.00/hr.	21 st CCLC
• Victor Noriega	Emergency Substitute Teacher	\$105.00/day	M&O
• Jocelyn Imperial	Emergency Substitute Teacher	\$105.00/day	M&O
• Melanie Loreto	Emergency Substitute Teacher	\$105.00/day	M&O
• Stephanie Phagan	Emergency Substitute Teacher	\$105.00/day	M&O
• Roberto Carrillo	Emergency Substitute Teacher	\$105.00/day	M&O
• Miriam Peña	Emergency Substitute Teacher	\$105.00/day	M&O
• Ramona Pedrego	Emergency Substitute Teacher	\$105.00/day	M&O
• Mayela Galaz	Emergency Substitute Teacher	\$105.00/day	M&O
• Karina Gomez	Emergency Substitute Teacher	\$105.00/day	M&O
• Adriana Cruz	Emergency Substitute Teacher	\$105.00/day	M&O
• *Guadalupe Castillo	Homebound Teacher	\$35.00/hr.	M&O
• Aleyda Cañez	Substitute Teacher	\$115.00/day	M&O
• Richard Montijo	Substitute Teacher	\$115.00/day	M&O
• Eva Toure	Substitute Teacher	\$115.00/day	M&O

**Ratification*

C. Discussion/action on the approval of classified hires.

Mr. Lindemann motioned to approve the classified hires as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Claudia Hernandez	Food Service Worker	\$13.55	M&O
• Erika Paco	Food Service Worker	\$13.55	M&O
• Dorina Watkins	Substitute Custodian	\$12.80	M&O

D. Discussion/action on the approval of athletic hire.

Mr. Lindemann motioned to approve the athletic hire as presented. Mrs. Selchow seconded the motion.

Mr. Lindemann asked if the hire is fully certified through AIA? Mrs. Samaniego asked Mrs. Melissa Rodriguez to provide further information. Mrs. Rodriguez replied yes, they require all coaches and assistant coaches to go through all the necessary trainings and certifications. Mr. Lindemann commented that this information was not on the background information and wanted to make sure that the District is not put in any kind of jeopardy because the rules are not followed.

There being no further discussion, motion carried 5/0.

• Hassana Colon	Wrestling Assistant Coach (DHS)	\$2,000.00	M&O
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E. Discussion/action on the approval of certified resignations.

Mrs. Samaniego advised that these are for the after school program and both staff are rehireable.

Mr. Lindemann motioned to approve the certified resignations as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Mahala Lewis	After School Academic Enrichment Program Teacher (RBMS)	Resignation effective immediately.
• Francisco Lamadrid	After School Academic Enrichment Program Teacher (RBMS)	Resignation effective immediately.

F. Discussion/action on the approval of classified resignations & retirement.

Mrs. Samaniego advised that all are being recommended as rehireable and Mrs. Cox had exit interviews with them.

Mr. Lindemann motioned to approve the classified resignations & retirement, and all rehireable, as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Araceli Villa Cano	Custodian (SM & RBMS)	Resignation effective 11/08/22
• Jessie Frisby	ESS Instructional Aide (Joe Carlson)	Resignation effective 10/19/22
• Andrea Valenzuela	Instructional Aide (Joe Carlson)	Resignation effective 10/28/22
• Guadalupe Ochoa	Food Service Worker	Retirement effective 12/16/22

G. Discussion/action on the approval of middle school athletic resignations.

Mrs. Samaniego advised that these are for the after school program and both are rehireable.

Mr. Lindemann motioned to approve the middle school athletic resignations and both rehireable as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Michael Chavez	Girls' Soccer Coach (RBMS)	Resignation effective immediately
• Gabriel Sanchez	Boys' Soccer Coach (PHMS)	Resignation effective immediately

H. Discussion/action on the approval of increase in hours.

Mrs. Samaniego advised that the increase in hours is due to student needs.

Mr. Lindemann motioned to approve the increase in hours as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

- Yarely Vasquez ESS Instructional Aide – from 6 hours to 6.5 hours (Clawson) M&O

I. Discussion/action on the approval of addendums for middle school's athletics.

Mrs. Samaniego advised that these are for RBMS, for the unfilled positions. Thank you to everyone that came through and applied for the positions.

Mr. Lindemann motioned to approve the addendums for middle school's athletics as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Mark Moen	Baseball Coach (RBMS)	\$750.00	M&O
• Alejandro Morales	Boys' Basketball Assistant Coach (RBMS)	\$750.00	M&O
• Pedro Tacuba	Boys' Soccer Coach (RBMS)	\$750.00	M&O
• Clarissa Enriquez	Boys' Soccer Assistant Coach (RBMS)	\$750.00	M&O
• Alejandro Morales	Girls' Basketball Assistant Coach (RBMS)	\$750.00	M&O
• Pedro Tacuba	Girls' Soccer Coach (RBMS)	\$750.00	M&O
• Clarissa Enriquez	Girls' Soccer Assistant Coach (RBMS)	\$750.00	M&O
• Luis Alvarez	Softball Coach (RBMS)	\$750.00	M&O
• Michelle Erives	Track Coach (RBMS)	\$750.00	M&O
• Clarissa Enriquez	Track Assistant Coach (RBMS)	\$750.00	M&O

J. Discussion/action on the approval of volunteer.

Mr. Lindemann motioned to approve the volunteer as presented. Dr. Gomez seconded the motion. Motion carried 5/0.

- Lorena Byrd SLPA Student Observer (ESS)

K. Discussion/information only for classified internal transfers.

Mrs. Samaniego advised that this is for information only and due to the needs of the District.

Mr. Lindemann asked if there is a Campus Security Officer at each elementary school? Mrs. Samaniego replied yes.

- Jorge Maklary Campus Security Officer – from Faras to Joe Carlson
- Ashley Jackson ESS Instructional Aide – from Joe Carlson to Stevenson
- Nidia Andrade ESS Instructional Aide – from Stevenson to Joe Carlson

L. Discussion/action on the approval of donations received for DUSD #27:

- *Donation of \$2,500.00 from Step Mobile Inc. to DHS Student Council.*
- *Donation of \$100.00 from Mr. & Mrs. Edward Zielinski Jr. to RBMS in Memory of Ms. Cheyenne Hron.*
- *Donation of \$100.00 from Mr. & Mrs. Kenneth Schlosser to RBMS in Memory of Ms. Cheyenne Hron.*
- *Donation of \$220.00 from Mrs. Sherry Hron to RBMS in Memory of Ms. Cheyenne Hron.*
- *Donation of 12 basketball jerseys from Mr. & Mrs. Dave Docto to PHMS Basketball Team (est. value \$264.00).*

- *Donation from DonorsChoose to the following schools for classroom projects:*
 - *DHS Science-Medical Intervention (Mrs. Savill) - \$399.95*
 - *Clawson PreK (Ms. Luzania) - \$443.98*
 - *Clawson Kinder (Ms. Galaz) - \$495.76*
 - *Clawson 3rd Grade (Ms. Leon) - \$600.29*
 - *Clawson 5th Grade (Mrs. Pineda) - \$450.00*

Mr. Lindemann motioned to approve the donations received for DUSD #27 as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

M. Discussion/action on the approval of the Amended Direct Service Agreement between DUSD #27 and Vail Unified School District for Arizona Online Instruction (AOI) Support due to typographical error.

Mrs. Samaniego advised that this is the third time this is being brought to the Board for approval. This amended agreement was approved on October 4, 2022 and Vail recognized there was a date error. The amended agreement has the correct date.

Mr. Lindemann motioned to approve the Amended Direct Service Agreement between DUSD #27 and Vail Unified School District for Arizona Online Instruction (AOI) Support due to typographical error as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

N. Discussion/action on the approval of the First Amendment to Option and Site Easement Agreement between DUSD #27, City of Douglas, and T-Mobile West, LLC.

Mr. Soto advised that T-Mobile did a recent upgrade to the existing cell tower which will benefit the District. Due to the upgrade, the rent paid to the District will increase by \$300.00 a month. This was also approved by the City of Douglas.

Mr. Lindemann motioned to approve the First Amendment to Option and Site Easement Agreement between DUSD #27, City of Douglas, and T-Mobile West, LLC as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

O. Discussion/information on new Policy Exhibits GCO-EE, Head Coach Performance Evaluation, and GDO-ED, Assistant Coach Performance Evaluation.

Mrs. Samaniego advised that these are Policy Exhibits being brought for Board information. Under our current policies, Mr. Vidal couldn't find one of the exhibits and brought it forth. These are evaluations tools for the head and assistant coach.

Dr. Gomez asked who does the evaluating? Mrs. Samaniego replied that Mr. Vidal does for the head coach and the head coach is involved in the evaluation of the assistant coach.

Mr. Borane asked what evaluation instrument had been used? Mrs. Samaniego replied that it was something similar but it wasn't in the policy manual.

P. Discussion/action on the approval of the Superintendent's Performance Goals.

Mr. Lindemann motioned to approve the Superintendent's Performance Goals as presented. Mrs. Selchow seconded the motion.

Mr. Borane commented that the Board met in an executive session and thoroughly discussed the Superintendent's evaluation. The Board is extremely satisfied with the performance of the Superintendent. They all realize and recognize that there is always room for improvement, as with anybody. The Board takes into consideration the criteria that is used. The Board's primary function is the education and best interest of students and also the best interest of the management of the school district. The Board feels that Mrs. Samaniego does that in an exemplary manner.

There being no further discussion, motion carried 5/0.

IV. INFORMATION ITEMS:

A. Request for future agenda items

None.

Mr. Borane advised that the Board has a policy that a request for items can be done three (3) ways. One, is that the administration can unilaterally put things on the agenda that need Board approval as the routine business of the District. Other things that are questionable, then the Superintendent and administration discuss it with the Board President, and then they decide if it gets placed on the agenda. The second way, is that the Board President has the authority to put things on the agenda as that person sees fit and anything that needs to be addressed by the Board, in the best interest of the District. The third way, is that if the Superintendent does not put something on the agenda or the Board President doesn't agree to put it on the agenda, and a Board Member wants it on the agenda, then by policy the member has to get two (2) member signatures, which can override the Superintendent and/or the Board President, and it will automatically go on the agenda.

B. Announcements

- Veterans Day (No School & All Offices Closed)..... Friday, November 11
- Thanksgiving Break (No School)Monday, November 21-Friday, November 25
 - All District Offices Closed..... Thursday, November 24-Friday, November 25
- Next Regular Board Meeting December 6, 2022

V. EXECUTIVE SESSION:

The Governing Board may vote into executive session, pursuant to A.R.S. § 38-431.03 (A) (1) for the following personnel matters:

- A. Consideration on recommendation of termination (with cause) of employment for classified employee.

No Board action is taken during executive session. Should the employee wish to have the executive session dealing with the matter pertaining to that employee held in open session, it shall be conducted in open session following the executive session at this point in the agenda.

Mr. Lindemann motioned to enter into executive session. Mrs. Selchow seconded the motion. Motion carried 5/0. *Meeting moved into executive session at 5:56 p.m.*

Return to open session at 6:16 p.m.

VI. OPEN SESSION:

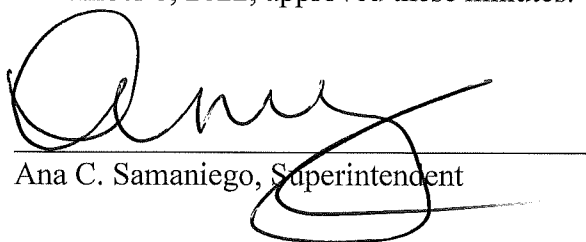
A. Discussion/action on recommendation of termination (with cause) of employment of Ms. Guadalupe Amaya, Computer Technician (IT).

Mr. Lindemann motioned to approve the recommendation of termination (with cause) of employment and rehireable. Dr. Gomez seconded the motion. Motion carried 5/0.

VII. ADJOURNMENT:

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mrs. Selchow seconded the motion. Motion carried 5/0. The meeting was adjourned at 6:16 p.m.

Minutes prepared by Alma Valenzuela, Executive Secretary. The Board at their meeting on December 6, 2022, approved these minutes.



A handwritten signature in black ink, appearing to read 'Ana C. Samaniego', is written over a horizontal line. The signature is stylized with a large initial 'A' and a long, sweeping underline.

Ana C. Samaniego, Superintendent